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Approved For Release 2005/08/16 : CIA-RDP70-00211R000500140009-1

25X1

Rec Mgmt []
File Suppl + Equip.

Chief, Supply Division, Office of Logistics
Attention: []

4 February 1963

Chief, Records Management Staff/DDS

Utilization of Surplus Filing Equipment and Filing Supplies

1. As result of arrangements made with you in January, [] and I visited the Stuart Building, R&S Building, [] and the [] to see surplus filing equipment and supplies.

2. Since then, we have been in contact with Agency Records Management Officers to see how this surplus could be utilized. Here is what has been accomplished:

a. Surplus Shelf Filing Equipment manufactured by the Art Metal Company has been inventoried by their representatives. The estimated value of this equipment is \$20,000.

b. During the month of February surplus filing equipment and supplies with an estimated market value of \$5452.00 was earmarked for use by various Agency offices. (See attached compilation).

c. Agency Records Management offices have been advised of this surplus equipment by us and they will continue to use it.

3. Based on success in utilizing surplus equipment and supplies during February, we will continue our efforts in this direction. In addition to the monetary savings to the Agency, needed equipment and supplies are made available quickly.

4. I particularly want to commend the work and interest of [] Acting Chief, [] [] who have been most helpful.

Attachment

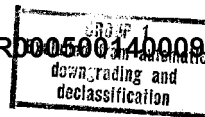
DDS/RMS [] fms (4 March 1963)

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